Cache County Library/Bookmobile Center

Providence-River Heights Branch

Library Technology Plan

2005-2007

I. MISSION

The Cache County Library/Bookmobile Center's technology plan supports the Utah State Library Division's Five Year Plan for Library Services and Technology Act (LSTA,) 2003-2007. The mission of the Cache County Library is to promote, enhance, and provide access to library services for all residents of Cache County and to promote equity in access to basic library services across the county for those having difficulty accessing library services, including individuals with disabilities. We also seek to improve overall equity and encourage reciprocity among libraries within Cache County.

Our technology plan addresses this mission by seeking to deliver technology-based information services that help educate, enrich, entertain, and inform Cache County residents. Patron's needs are becoming more sophisticated and their expectations will continue to rise. These needs and expectations will translate into demands for more timely information and a wider diversity of formats. Electronic information resources are essential to library services. The new technologies, services, and resources must be effectively communicated to the public to increase awareness, usage, and support of the library.

II. EXISTING TECHNOLOGY AND SERVICES

Type of Equipment	Description
Server	PIII 450
	256 MB Ram
	4GB HDD
	1000MB Zip Drive
	15" Monitor
	Travan Tape Backup System
	Windows NT 4.0 Server
	Winnebago Data Base
	Veritus Backup System
Workstations*	Two administrative workstations
	Six workstations for patron use
	One laptop for Bookmobile purposes
	Circulation workstation

	Micron Millennia
	Microsoft Windows NT, V4
	Micron x86 Family 6, Model 7 130mb RAM
	Micron 70 GB HD
	Administrative Workstation
	Dell Optiplex GX240
	Microsoft Windows 2000, V5, SP 5
	Intel Pentium (R) 4CPU, 2.20 GHz
	40 GB HD
	Public Workstations (2)
	Dell Optiplex Gx1
	Windows 98, V2
	Intel Pentium II, 128mb RAM
	6 GB HD
	Public Workstation (1)
	Non-bundled computer
	Microsoft Windows 2000, V5, SP 4
	AMD Athlon 265mb RAM
	40 GB HD
	Public Workstations (3)
	Gateway E Series Gates Computers
	Microsoft WindowsXP Professional, V2, SP2
	Intel Pentium 4CPU, 2.00 GHz
	1.99 GHz, 512mb RAM
	80 GB HD
	Laptop
	Dell Inspiron 5150
	Windows XP Professional

	2.80 GHz
	1GB RAM
	40 GB HD
	DVD player
Printers	HP LaserJet 4100n
	HP DeskJet 712C
	HP LaserJet 1100 (for administrative purposes)
Network	16 Port Hub
	Fiber Transceiver

*Patrons use the public access computers on a "first come, first serve" basis. If other patrons are waiting the time allowed for use is one-half hour for the four workstations. Children's computer use is supervised carefully. The Computer and Internet Usage Policy is prominently displayed.

III. SERVICES, GOALS, AND OBJECTIVES

Four goals have been determined to achieve the library's Three Year Plan, 2005-2007 that relates to technology.

1. Maintain an up-to-date technology infrastructure in order that Cache County residents can access information efficiently and effectively through the library.

- The library currently has the capability to provide on-line patron access to its holdings and those of other libraries in a shared database link. This capability needs to be fully implemented.

- Acquire scanner for patron use.

- Keep computers and printers and other technological items updated.

2. Provide and maintain a quality collection of electronic materials and resources to provide up-to-date materials and information to people of all ages for their information, education, and recreation.

- Maintain a link with easy access to Utah State Library Division's comprehensive web site.

- Create a web page and keep links on the home page current.

- Create help pages to explain how to use the library's on-line resources.

- Provide in-house training in the use of PIONEER as needed.

3. Evaluate and enhance electronic services to provide ease of use and access to electronic resources in the library.

- Create a web-based form for submitting reference questions, holds, and inter-library loan requests to the library via e-mail.

- Start soliciting cardholder e-mail addresses for overdue/hold notification.

4. Establish an effective community relations program that will communicate the availability of electronic resources and promote the library

- Publicize and promote on an ongoing basis, the library's electronic resources and continually expanded technological capabilities.

- Make handouts, bookmarks, and posters with selected Internet sites for holidays, popular subjects, etc.

IV. PLANNED TECHNOLOGICAL UPGRADES, SERVICES AND TIME LINE

Year 2005

1. Replace two of the oldest current public access computer.
2. Purchase children's computer.
3. Replace server.
4. Purchase headset for patron use.
5. Provide for technical support.

Year 2006

1. Replace the oldest current public access computer.
2. Purchase children's computer.
3. Purchase color InkJet color printer.
4. Purchase headset for patron use.
5. Provide for technical support.

Year 2007

1. Replace the main reference computer.
2. Purchase scanner for patron use.
3. Purchase headset for patron use.
4. Provide for technical support.

V. STAFF AND PATRON TRAINING

Integrating technology into traditional library service requires that all levels of staff be properly trained and have adequate documentation to assist customers at the point of need. Training programs in all types of electronic tools and resources are critical in maintaining an informed and competent library staff, for today's technology and for the future developments as well. Technology can provide cost-effective strategies for managing a wide range of staff duties, freeing up staff time for direct work with the public. Computers can also facilitate library use by persons with disabilities. Investments in new technology need to be followed up with appropriate feedback and evaluation tools to insure that we are serving our staff and customers in the most effective manner.

1. Provide continuing education and training to increase skill levels in using technology.

- Offer training to library staff and public library trustees as it becomes available through UPLIFT opportunities, local classes, etc. so they may provide professional library service.

- Utilize technology opportunities either locally, regionally, or those made possible through the Utah State Library Division

- Continue basic certification training and advanced training opportunities through UPLIFT.

2. Continue to increase staff productivity through the use of technology.

- Make all personnel and general policies available on-line.

- Create electronic versions of standard library forms.

- Develop an on-line calendar for building use, programs, and work schedules.

- Develop a donation/contribution/gift book information link to the home page.

- Create a database equipment log for scheduled maintenance and repair of all computers and facilities equipment.

3. Conduct workshops for adults and youth on computer training (computer literacy, use of the mouse and an overview of computer functions, including the Internet, library catalog, the CD-ROM resources and Internet searching.)

VI. EVALUATION

Evaluation will be based on quantitative methods of measurement to assess the objectives listed. The number of new computers and other equipment, as well as new electronic resources will be documented. Many of the objectives will be self-evaluated at the library and the results compiled and evaluated by staff and library board members. These and other records will be available as part of the documentation of the success of these plans, expenditures, and efforts.

VII. BUDGET

Type of Equipment	2005	2006	2007
Computers	$4,500	$3,000	$1,700
Server	$7,500		
Printers		$900	$200
Scanner			$300
Headsets	$25	$25	$25
Technical Support	$1,400	$1,500	$1,600
Totals	$13,425	$5,425	$3,825

Dated February 23, 2005.